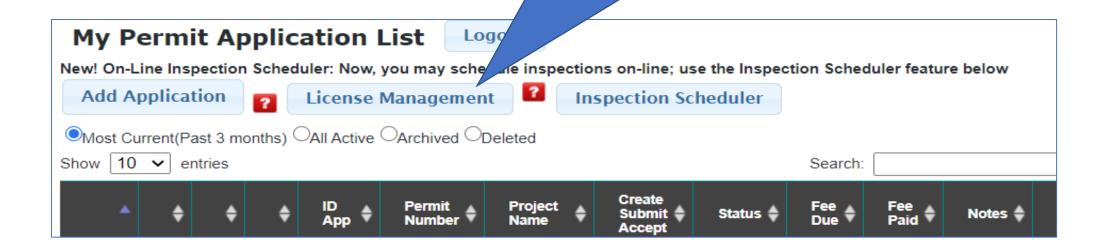


ePermits License Management

How to register, renew, authorize, or deny use of your license.

1. Log into your account and click "License Management."



Add License Number

License Renewal

License Renewal

License Number:

e-Permit Access Code:

Add

Note: A license is only registered once.

The ePermits Access Code is only given to the license holder.

An agent of the license holder will not be given the ePermits Access Code.



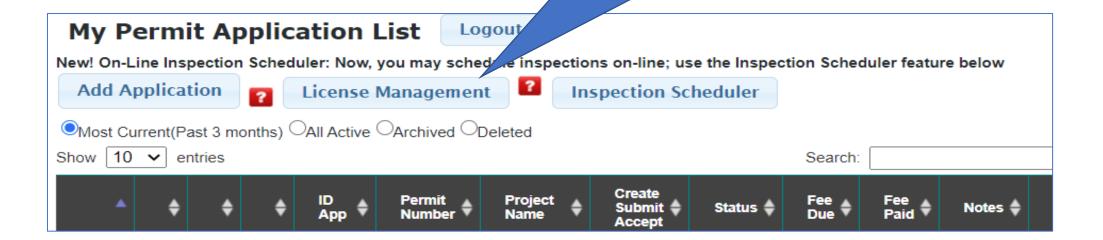
1. Enter the License Number & the ePermit Access Code then click "Add."

My Licenses									
		Туре	License Num	Name	License Expire	Insurance Expire	Date Add	Authorized Users	Request
	Edit	ELE	M-Test01	JANE DOE	12/31/2021		3/1/2021		Ţ.

Your license will populate on the "My Licenses" list.

Once your license is on the "My Licenses" list it can be added to permits.

1. Log into your account and click "License Management."



License renewals are only for the following types of licenses:

Electrical

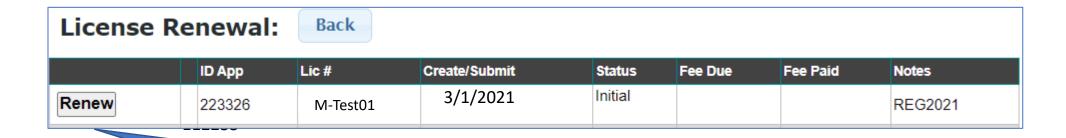
Gas Fitter

On-site Utility

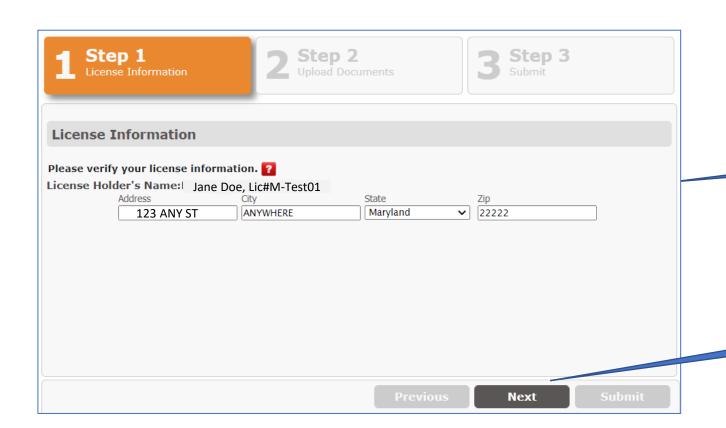
Demolition

All other license types need to contact the Trades Licensing & Registration Unit at 410-396-1976 or email DHCD.Permits@baltimorecity.gov and attach a copy of your license in order to have the expiration date updated.





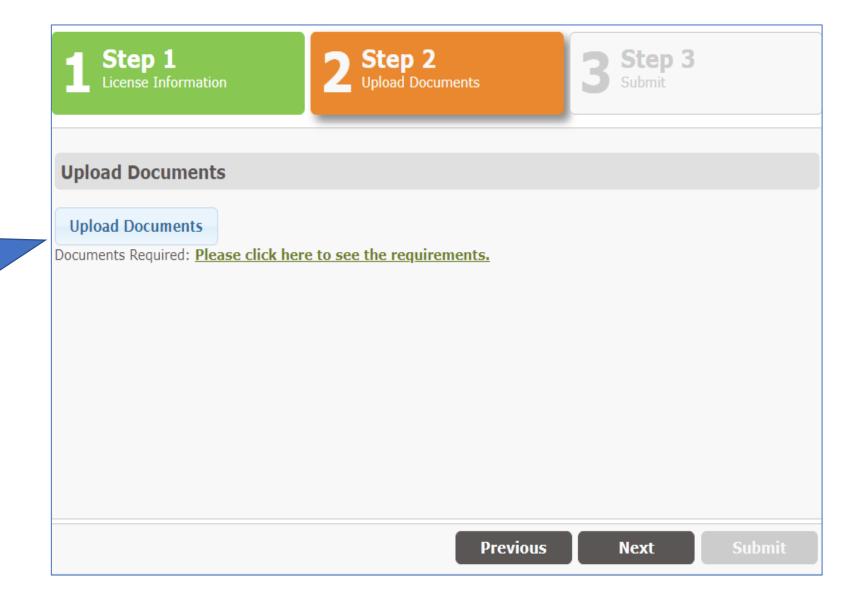
1. Click on the "Renew" button on the line with the license you want to renew.



2. Verify the license holder name, license number, and address.

3. Click the "Next" button.

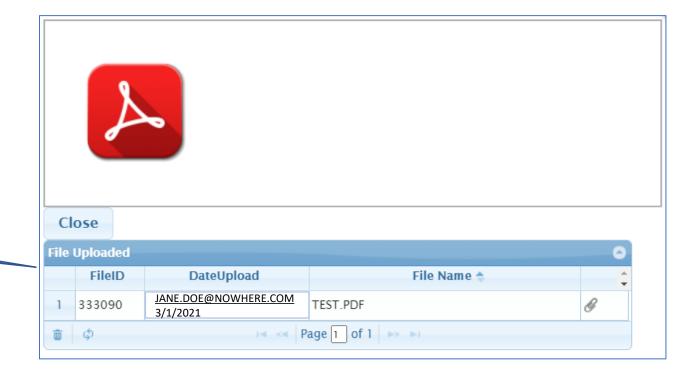
1. Click "Upload Documents" to upload the Certificate of Insurance and any other required documents.
Click the link to see the required documents for each license type.

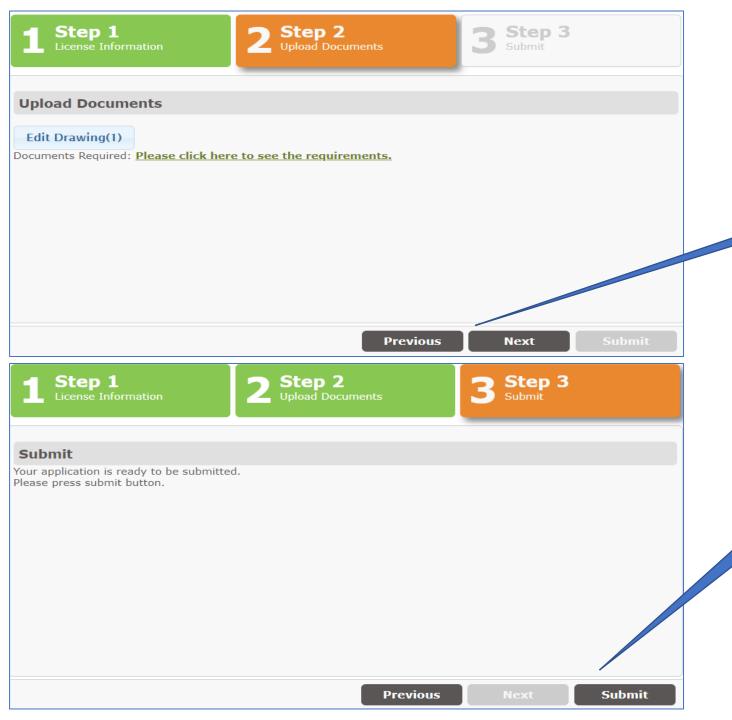




1. Click to upload your file.

2. Your file will show on the list below. Click "Close" when done uploading files.





1. Click "Next."

2. Click "Submit."

Staff will process and send you a link to pay for your renewal.

Approve or Deny Use of License

1. Log into your account and click "License Management."

My Permit Application List Logo											
New! On-Line Inspection Scheduler: Now, you may medule inspections on-line; use the Inspection Scheduler feature below											
Add Applica	Add Application License Management Inspection Scheduler										
●Most Current(F	ast 3 mo	onths) (OAll Active	Archived OD	eleted						
Show 10 🗸 e	ntries								Search:		
^	\$	\$	ID App \$	Permit Number	Project Name	\$	Create Submit 🔷 Accept	Status 💠	Fee Due	Fee Paid ♦	Notes 💠

Add Licen	Add License Number License Renewal							
My Licenses						•		
	Туре	License Num	Name	License Expire	Insurance Expire	Date Add	Authorized Users	Request
Edit	ELE	M-Test01	JANE DOE	12/31/2021		3/1/2021		1

1. When an applicant wants to add your license to their permit you will see a "Request" to use your license. Click the number to see the request.

1. The "New Request" section populates with the date of the request, the requestors information, and the permit address.

Click "Edit" to proceed.

New Request								
	Date Request	Request By	Request By F					
Edit	4/1/2021	JOHN.DOE@NOWHERE.COM 444-444-4444			1 HOME ST			
Authorized Users								
	Date Add	Authorized User	Date Expire	d	Address			
Edit								

Requester Info:

Requested By: JOHN.DOE@NOWHERE.COM 444-444-4444

Permit Address: 1 HOME ST License Num: M-Test01

My Decision:

Step 1: Do you grant permission for this requestor to use your license number? Yes \(\cap No \(\)

You will see the requestor information and your license number.

2. You will need to click "Yes" or "No" about the use of your license.

My Decision: Step 1: Do you grant permission for this requestor to use your license number? Yes \(\)No (Save My Decision: Step 1: Do you grant permission for this requestor to use your license number? Yes No () Step 2: Select Authorization Type: (Select One) (Select One) Save This Permit Only All Permits on This Property All Permits on All Properties My Decision: Step 1: Do you grant permission for this requestor to use your license number? Yes No () Step 2: Select Authorization Type: This Permit Only Save My Decision: Step 1: Do you grant permission for this requestor to use your license number? Yes No Step 2: Select Authorization Type: All Permits on This Property > Step 3: Set Expiration Date: (Required) Save

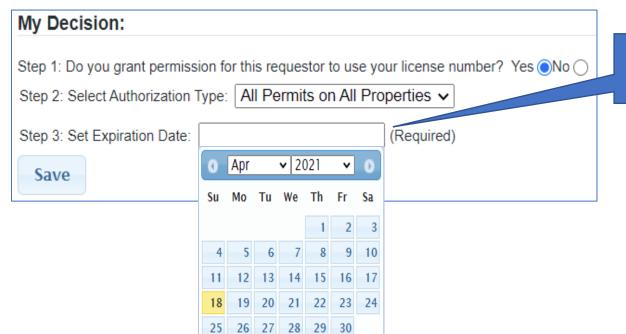
1. If you do <u>not</u> want your license used click "No" and then click "Save."

2. If you want your license used, click "Yes." Select the Authorization Type.

3. If you only want to authorize use of your license for this permit click "Save."

4. If you want to authorize use of your license for either all permits on this property or all permits on all properties, you will need to set an expiration date.

My Decision:
Step 1: Do you grant permission for this requestor to use your license number? Yes No
Step 2: Select Authorization Type: All Permits on All Properties V
Step 3: Set Expiration Date: (Required)
Save



New Request

1. Click in the box and select an expiration date on the calendar. Click "Save" when done.

Your Authorized Users will populate with the date added, user information, and the date the authorization expires.

	Date Request	Request By		Permit Address	
Edit	4/1/2021	<u>JOHN.DOE@NOWHERE.COM</u> 444-444-4444			
Authorized	Users				
	Date Add	Authorized User	Date Expire		Address
Edit	4/1/2021	<u>JOHN.DOE@NOWHERE.COM</u> 444-444-4444	6/1/202	1	

New Requ	lew Request									
	Date Request	Request By	Request By							
Edit	4/1/2021	JOHN.DOE@NOWHERE.COM 444-444-4444								
Authorized	d Users									
	Date Add	Authorized User	Date Expire	ed .	Address					
Edit	4/1/2021	JOHN.DOE@NOWHERE.COM 444-444-4444	6/1/202	1						

1. At any time by clicking "Edit" for an authorized user you can change the expiration date or deactivate their use of your license.

2. Change the expiration date or deactivate the use of your license by this requestor.



3. When changes are complete, click "Update".

Add Licen	se Number	License R	enewal			1		
My Licenses								
	Туре	License Num	Name	License Expire	Insurance Expire	Date Add	Authorized Users	Request
Edit	ELE	M-Test01	JANE DOE	12/31/2021		3/1/2021	1	

The number of authorized users are listed here on your "My Licenses" list.



THANKS!

